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Class Specifications
for the Class:

PUBLIC DEBT ANALYST

Duties Summary:

Participates in the planning, coordination, and issuance of general obligation, special purpose, revenue, and other types of bonds for the State of Hawaii and other public and private organizations and agencies; participates in the development and execution of a comprehensive plan for each bond issue; gathers and evaluates data relating to each bond issue; analyzes bond structuring proposals and bond product proposals and assesses feasibility for State participation; ensures that each bond issue conforms to State and federal laws and regulations; keeps abreast of current market conditions; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for participating in the planning, review and distribution activities related to bond issues. A position in this class also participates in the development of short- and long-range plans for general bond issuances, recommends changes in policies and procedures concerning bond issues, evaluates alternative bond structuring and product proposals, evaluates requests for temporary loans from other State agencies and governments, and assists State agencies and departments in the technical aspects of issuing revenue bonds.

General supervision is provided by the chief of the Bonds Administration Branch and the work is performed in accordance with applicable federal and State laws, regulations, guidelines and policies.

Example of Duties:

Participates in the development and execution of a comprehensive plan for each bond issue; collects and analyzes information for the preparation of short- and long-term plans for bond issuances; participates in determining the size of the bond issue, yield, timing, structure, etc.; analyzes statistical and financial data to be included in the official statement for the sale of bonds; conducts initial review of official statements to ensure accuracy of documentation, projections, etc.; ensures that bond issues are in conformance with applicable federal and State laws and regulations; prepares status reports of negotiation of contracts, private placement bids, etc.; directs the distribution

of the bond issue to the financial companies locally and on the mainland; participates in the review of revenue bond issues of other State agencies and departments; conducts initial review of summary information regarding reconciliations of trustee reports regarding bond issuances and repayments and their compliance with bond financing requirements; reviews and evaluates the performance records of investment banking firms, bond counsel, bond trustees, paying agents, and others to ensure that services provided are in accordance with terms of their contract; gathers and analyzes information and recommends changes in policies and/or procedures to improve future bond issues; analyzes and assesses the feasibility of alternative bond products and structures; evaluates requests and makes recommendations for temporary loans from other State agencies and governments; assists in calls of revenue bonds by selecting revenue bonds to be called and preparing schedules for revenue bonds called, or negotiating and purchasing bonds in the open market to fulfill sinking fund requirements.

Knowledge and Abilities Required:

Knowledge of: Accounting, finance, economics, and/or fiscal principles and practices; principles and practices of selling/purchasing bonds and securities as an investment, or investments and investment banking; State and federal laws and regulations relating to sale of securities and government bonds; report writing; research methods and techniques.

Ability to: Analyze, interpret and prepare financial data; analyze statistical tables, graphs, charts, and accounting reports and statements; interpret trust documents; interpret laws relating to the sale of securities and government bonds and analyze and monitor bond issuances for compliance with laws; establish and maintain effective working relationships with financial team members, representatives of financial and investment companies, and representatives of private and other government organizations.

This is the first specification for the new class PUBLIC DEBT ANALYST.

Effective Date: February 22, 1993

DATE APPROVED: 2/22/93

/s/ Ann K. Kon
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Director of Personnel Services